


Appendix B

Commonwealth of Virginia Database Index Reporting Form	
1. Public Body Name & Numeric Code: <i>Library of Virginia (202)</i>	4. Point of Contact: <i>Dick Harrington</i>
2. Database Title: <i>Automated Records Management System</i>	5. Phone Number: <i>804-786-3078</i>
3. Database Acronym: <i>ARMIS</i>	6. Signature & Date: <i>fa - C. Preston Hef</i>
7. Database Description and Contents: <i>(Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)</i>	
<i>See Attached</i>	
Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.	
8. Date of Last Update:	9. Frequency of Update: <input type="checkbox"/> Daily, <input type="checkbox"/> Weekly, <input type="checkbox"/> Monthly, Other:
10. Formats Available and Schedule of Fees: <i>(Provide a description of each format in which the database is made available, and the cost, if any, of each format.)</i>	
a. <u>Format</u>	b. <u>Cost</u>

Send completed form to The Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-1905 (Attn: Mary Clark).

5/30/97

# Memo

**To:** Mary Clark  
**From:** Dick Harrington   
**CC:** Preston Huff  
**Date:** July 20, 1997  
**Re:** Database Information for Index

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## Requested Information for State Agency Database Survey

1. **Public Body Name & Numeric Code:** Library of Virginia, 202
2. **Database Title:** ARMIS
3. **Database Acronym:** Automated Records Management Inventory System
4. **Point of Contact:** Dick Harrington
5. **Phone # of contact:** 804 786-3078
6. **Date Submitted:** 7/21/97
7. **Database Description & Contents:** Holds the inventory of archival film, disk, and tapes stored in the off-site storage facility for security and vital records protection. Restrictions exist on obtaining copies of the stored media, but not on the listing of the inventory items as compiled in the database inventory. Database currently not available to public. Database restricted by password, and must currently be able to run SQL on the user workstation in order to access the information in the database.
8. **Date of Last Update:** July 18, 1997
9. **Frequency of Updates:** To the actual data, updates occur daily. To the structure of the database, updates occur on a monthly basis.
10. **Formats available and Schedule of Fees:** Hard copy 8.5"x11" paper printout is the only format currently available. For pre-existing query reports, price is .25 cents per hard copy printout. If query is not already defined, then a setup charge for each new query is \$100 plus the .25 cents per page printout.